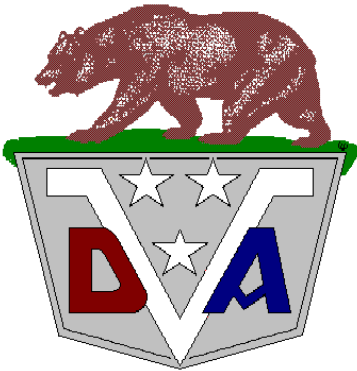


EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

OPEN SPOT EXAMINATION FOR:

VETERANS HOME OF CALIFORNIA – CHULA VISTA (SAN DIEGO COUNTY)

STANDARDS COMPLIANCE COORDINATOR

SALARY RANGE: \$4,900.00 - \$5,913.00

HOW TO APPLY: Applications (Form 678) must be postmarked no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.

SUBMIT APPLICATIONS TO: CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS  
Human Resources Division  
1227 “O” Street, Room 402  
Sacramento, CA 95814  
ATTENTION: Jason Drenik

Submit applications only to address indicated above. Do not submit to the State Personnel Board.

FINAL FILING DATE: MAY 3, 2007

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the “Application for Examination.” You will be contacted to make specific arrangements.

EXAMINATION DATE: It is anticipated that this exam will be held during May or June 2007

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of a signed identification to the examination.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

NOTE: All competitors must meet the education and/or experience requirements by the final filing date.

NOTE: All applications/resumes must include: “to” and “from” date (month/day/year); time base; and class title. Applications/resumes received without this information will be rejected.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II, “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the requirement time Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS:

EITHER I

One year of experience in California State service performing the duties of a Medical Record Consultant or Health Program Coordinator, Correctional Facility.

OR II

Two years of clinical nursing experience in California state service performing the duties of a class comparable in level of responsibility to those of a Unit Supervisor, Supervising Registered Nurse, or Senior Medical Technical Assistant.

OR III

Two years of experience in the Department of Mental Health performing the duties of an Associate Mental Health Specialist.

OR IV

Two years of experience as a Medical Record Director in a health care facility.

OR V

Three years of clinical experience as a Psychiatric Social Worker, Psychologist, Rehabilitation Therapist, Recreation Therapist, individual program coordinator, or teacher in a health care facility.

ADDITIONAL DESIRABLE QUALIFICATIONS: Experience in hospital administration, nursing administration, or health facility evaluation and consultation.

THE POSITION: Under direction in the California Veterans’ Home and Medical Center, to coordinate and facilitate those activities relating to achieving and maintaining the licensing, certification, and accreditation of the facility; assure compliance with other applicable standards of quality of care; integrate these activities with other facility wide quality assurance activities; and to do other related work.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION



**EXAMINATION INFORMATION:** This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of a 70% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

**QUALIFICATION APPRAISAL – Weighted 100.00%**

If conditions warrant, this examination may utilize an evaluation of each candidate’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.

**SCOPE:** In addition to evaluating the competitors’ relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination interviews will be on measuring competitively, relative to job demands, each competitor’s:

**Knowledge of:**

1. Thorough knowledge of laws, rules, regulations, and standards governing the operation of the California Veterans’ Home and Medical Center in order to achieve and maintain the licensure and certification of the facility and assure compliance with other applicable standards of quality care
2. Basic knowledge of policies and procedures of the Department of Veterans Affairs to ensure the objectives of the California Veterans’ Home and Medical Center are consistent with the department’s mission
3. Basic knowledge of the organization and management of a health care facility to ensure the facility is operating according to regulations
4. Thorough knowledge of principles and procedures of assessment evaluation, analysis, data collection, and report writing to provide findings and recommendations to management and ensure compliance with laws, rules, regulations, policies, procedures and other applicable standards of quality care

**Ability to:**

1. Ability to establish and maintain cooperative relations with a multidisciplinary hospital staff and with officials of State, Federal, and local agencies in order to enhance the quality of professional working relationships
2. Ability to analyze situations accurately to make reasoned decisions and adopt an effective course of action
3. Ability to communicate effectively in order to provide clear and concise information both verbally and in writing

**ELIGIBLE LIST INFORMATION:** The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. The resulting eligible list will be used to fill vacancies at the Veterans Home of California, Chula Vista.

**VETERANS PREFERENCE:** Veterans’ Preference credits will be added to the final score of all competitors who are successful in these examinations and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO ACHIEVE PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.

**GENERAL INFORMATION**

**It is the candidate's responsibility** to contact the California Department of Veterans Affairs three days prior to the written test if he/she has not received his/her notice. **For an examination** without a written feature it is the candidate's responsibility to contact the California Department of Veterans Affairs, Human Resources Division, (916) 653-2535 three weeks after the final filing date if he/she has not received a progress notice.

If a **candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at State Personnel Board offices, local offices of Employment Development Department and the Department noted on the front.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Location: When** a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1)subdivisional promotional, 2)departmental promotional, 3)multidepartmental promotional, 4)servicewide promotional, 5)departmental open, 6)open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board Offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**Veterans Preference:** Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans’ credits. California law limits the granting of veterans preference credit to entrance examinations. When credit is granted it is as follows: 10 points for veterans and windows of veterans: 15 points for disabled veterans. Directions for applying for veteran’s preference are on the Veterans Preference Application form, which is available from the State Personnel Board office, on the Internet, and through the Department of Veterans Affairs at P.O. Box 942895, Sacramento, CA 94295-0001.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school on a year-for-year basis.

**TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.**

